



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.lacounty.gov>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

November 8, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) new classifications, to delete two (2) non-represented classifications, to change the title of one (1) non-represented classification, to implement the results of classification studies, and to make technical corrections.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

**Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

*"To Enrich Lives Through Effective And Caring Service"*

These classification and compensation recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted net County cost resulting from these actions is \$16,718 annually based upon salaries as of January 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications would receive increases ranging from 5.5 to 10 percent. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

##### **New Classes/Title Change**

Three (3) new classes are being created and one (1) title change is being recommended in the County's classification system to better serve departmental needs (Attachment A).

##### **Deleted Classes**

Three (3) non-represented vacant classifications are being recommended for deletion in conjunction with the recommended reclassifications (Attachment A). Class deletions are consistent with the CAO strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

### Reclassification

There are ten (10) positions in six (6) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### Technical Corrections

Corrections to salary schedules are being recommended for three (3) Fire Department classes that were included in our July 25, 2006 Board Letter. The recommended changes will correct the salary levels corresponding to the stated effective dates. A title correction is also being recommended for a title change that was included in our October 17, 2006 Board Letter. This will maintain consistency with other classifications in the Application Developer group.

### Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

### Approvals

- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
November 8, 2006  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a long, sweeping horizontal line extending to the right.

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SRH:WGL  
PHG:VMH:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

<b>Savings/ Health Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Savings	8634	Assistant Chief Probation Officer (UC)	N23	R15
Savings	4633	Associate Chief Information Systems, Health Services	N23	R14
Savings	2576	Departmental Chief Information Officer II	N23	R14

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
8057	Director, Children's Medical Services
2629	Division Chief, Information Systems and Support Bureau, Mental Health
1876	Personnel Officer, Health Services

**NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Recommended Title</b>
8152	Program Director, Patients Rights & Advocacy	Program Director, Consumer Rights & Advocacy

### NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CORRECTION

Item No.	Title	Current Salary Schedule & Level		Recommended Correction to Salary Schedule & Level	
0335	Assistant Chief, Forestry Division	04/01/2007	NW 107E	04/01/2007	NW 105E
		08/01/2007	NW 108F	08/01/2007	NW 106F
		08/01/2008	NW 109G	08/01/2008	NW 107G
0208	Battalion Chief (56 Hours)	04/01/2007	N3W 112K	04/01/2007	N3W 110K
		08/01/2007	N3W 113L	08/01/2007	N3W 111L
		08/01/2008	N3W 115A	08/01/2008	N3W 113A
0215	Chief, Air Operations, Fire Services	04/01/2007	NW 115E	04/01/2007	NW 113E
		08/01/2007	NW 116F	08/01/2007	NW 114F
		08/01/2008	NW 117G	08/01/2008	NW 115G

### NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CORRECTION

Item No.	Current Title	Corrected Title
2526	Principal Applications Developer	Principal Application Developer

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****DEPARTMENT OF ANIMAL CARE AND CONTROL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Executive Secretary I 84C Non-Represented	Executive Secretary II 86C Non-Represented

The subject position is assigned to the Long Beach Headquarters and reports to the Department Head. The position's scope of work and level of responsibility have expanded due to increases in organizational size, staffing, and program complexities. In addition, there have been changes to the department's regulatory environment. Therefore, we are recommending upward reclassification to Executive Secretary II.

**DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Data Elements Coordinator, HS N23 R12 Non-Represented	Associate Chief Information Systems, Health Services N23 R14 Non-Represented
1	Information Systems Manager II N23 R13 Non-Represented	Associate Chief Information Systems, Health Services N23 R14 Non-Represented

The subject positions are assigned the Information Resource Management Branch and assist the Department's Chief Information Officer with the planning, design, coordination, development, implementation, and maintenance for department-wide information systems. The responsibilities assigned to these positions meet the definition of the proposed new classification of Associate Chief Information Systems, Health Services a class which will provide leadership in directing information technology services department-wide. Therefore, upward reclassification of both positions to Associate Chief Information Systems, Health Services is recommended.

## **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

### **DEPARTMENT OF MENTAL HEALTH**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Division Chief, Information Systems and Support Bureau, Mental Health 101B Non-Represented	Information Systems Supervisor III 101B Non-Represented
1	Information Systems Manager II N23 R13 Non-Represented	Departmental Chief Information Officer II N23 R14 Non-Represented

The Division Chief, Information Systems and Support Bureau, Mental Health is assigned to the Technology Services Division and is responsible for directing, through subordinate supervisors, a team of 30 information systems technical staff assigned to Network Technology, Desktop Support, and Asset Management. The technical staff provides hardware, software, network operations, user management, and disaster-recovery infrastructure support services to the department and its contract agencies.

The position meets the classification standards for Information Systems Supervisor III, a class which assists in the management of the division with particular responsibility for the supervision, through subordinate supervisors, of a major section which develops and maintains departmental systems. Therefore, a lateral reclassification to Information Systems Supervisor III is recommended.

The Information Systems Manager II reports to the Chief Deputy Director, Mental Health and is responsible for managing the department's Chief Information Office Bureau. In addition to providing information technology (IT) services to over 3,500 departmental employees and approximately 500 private sector providers, the Bureau supports a mobile workforce geographically disbursed throughout the County who have remote access to protected health information. This type of access requires a high degree of security considerations.

Positions allocable to the Departmental Chief Information Officer II are responsible for managing the information technology activities of a large County department with very complex and varied systems. The size and scope of the IT services provided by the Bureau and the activities managed by the positions are consistent with the departmental Chief Information Officer II allocation standards. Therefore, upward reclassification to Departmental Chief Information Officer II is recommended.

## **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

### **DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Assistant II 78C Represented	Administrative Assistant III 82C Represented

The subject position reports to the Director, Military Veterans and Affairs and is responsible for preparing and making budget recommendations; tracking and collecting revenue generated from the rental of the building; monitoring the State Subvention Funds for the department; and coordinating the department's procurement activities. In addition the position is assigned to prepare custodial contracts and grants and supervise one Administrative Assistant I.

The scope of the responsibilities assigned meets the class definition of Administrative Assistant III which "Defines, analyzes, and makes recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department, and participates in the implementation of their solution." Therefore, upward reclassification to Administrative Assistant III is recommended.

### **DEPARTMENT OF PUBLIC HEALTH – CHILDREN'S MEDICAL SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Director, Children's Medical Services N23 R12 Non-Represented	Administrator, Specialized Health Program N23 R13 Non-Represented

The subject position is responsible for directing the operations and activities of a variety of countywide children's health services programs. The position's scope and level of administrative responsibility have grown significantly due to increases in organizational size and new programs.

The position is comparable with other directors that are responsible for the administration of countywide public health programs of a similar scope, size, and specialized nature. Therefore, an upward reclassification is recommended to Administrator, Specialized Health Program, a class which directs the planning, development, implementation, coordination, administration, monitoring, and evaluation of a comprehensive countywide public health program. This recommended action will also facilitate our efforts to delete duplicate classifications.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

**DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Epidemiology Analyst 77L Represented	Epidemiologist 89F Non-Represented
1	Data Elements Coordinator, HS N23 R12 Non-Represented	Departmental Chief Information Officer II N23 R14 Non-Represented

The Epidemiology Analyst is assigned to the Surveillance and Epidemiology Capacity Section of the Acute Communicable Disease Control Program. It is responsible for an extremely large and complex syndromic surveillance system that collects data from emergency departments, 911 calls, and several epidemiology data sources to fulfill the County's responsibility of the Communicable Disease Control Cooperative Agreement Grant. This position directs the work of subordinate staff through planning, designing, implementing, and evaluating multiple health-related surveillance systems, epidemiologic studies, and field investigations. Since these responsibilities are fully consistent with the Epidemiologist class concept, upward reclassification to Epidemiologist is recommended.

The Data Elements Coordinator, HS reports to the Chief Deputy Director, Public Health and is responsible for coordinating the information technology (IT) activities for over 40 Public Health Programs and for the central Public Health Information Systems Division which supports over 4,800 users in 30 facilities geographically disbursed across Los Angeles County. This support includes developing and implementing Federal and State mandated data collection systems as well as complex outpatient and case management systems. Positions allocable to the Departmental Chief Information Officer II are responsible for managing the information technology activities of a large County department with very complex and varied systems. The size and scope of the IT services provided and the complexity of the IT activities managed by the Data Elements Coordinator are fully consistent with the Departmental Chief Information Officer II allocation standards and class concept. Therefore, upward reclassification to Departmental Chief Information Officer II is recommended.

## **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

### **SHERIFF'S DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Clinical Nursing Director II N23 R13 Non-Represented	Clinical Nursing Director III N23 R14 Non-Represented

The subject position is assigned to the Medical Services Bureau, Correctional Services Division and is responsible for directing clinical and administrative operations for nursing and pharmacy services; directing the provision of medical treatment and ongoing care for Sheriff's inmates; overseeing 904 full-time equivalent positions; and formulating policies and procedures for the Medical Service Bureau to comply with State and Federal regulations and to address operational issues in the bureau.

According to the classification standards, positions allocable to the Clinical Nursing Director III direct the nursing services of an autonomous County acute or rehabilitation medical center with responsibility for 501 to 2500 full-time equivalent subordinate positions. Therefore, an upward reclassification to Clinical Nursing Director III is recommended.